

## **Part II Use Policies and Procedures**

### **OFFICE COORESPONDENCE & COMMUNICATION POLICY**

#### **OFFICE PHONES, CELLULAR PHONES, PAGERS**

8. Office phones, cellular phones and pagers used and/or issued by this office are to be used only for conducting the business of the Governor's Office. Local personal calls are to be kept to a minimum and are at the discretion of the employees' supervisor. Long distance calls are allowable for official business only.

9. Billing invoices received for cellular usage are verified on a monthly basis. Compliance with office policies and procedures are determined to be maintained by each individual user. Particular attention is paid to long-distance charges, relating to verification of employee travel and official office duties.

10. Do to the volume of usage required by official duties of this office, cell phone usage is monitored and compared with other calling plans available. We have determined that the current calling plan we have implemented is a cost effective plan that meets the needs of this office.

11. Cost effectiveness is routinely monitored by this office. Currently, we have set up the following cost effective system with our provider:  
Corporate pool rate of \$1,000 for 10,000 minutes per month and \$10 per phone line. Free long distance within the state of Mississippi, free 911 charges, caller id, call waiting and voice mail.

12. N/A

## **Part III Calling Plans**

- a. Corporate plan
- b. Cingular Wireless
- c. Monthly fees are \$10 per phone line and \$1,000 for 10,000 minutes. Roaming charges are \$0.49 per minute outside provider area.
- d.
- e. N/A. This office has not purchased any cellular phones from FY00 to date. All phones are considered part of our service plan. We have two cellular phones listed on inventory that were donated to this office.